

SAMPLE SPECIAL EDUCATION MEDICAID INITIATIVE (SEMI) ACTION PLAN

In accordance with N.J.A.C.6A:23A-5.3 (f) and (g), failure to maximize SEMI, each district that has less than 90 percent participation of SEMI eligible students in the pre-budget year or that has failed to comply with all program requirements set forth in N.J.A.C.6A:23A-5.3 (e) shall submit a SEMI action plan to the Executive County Superintendent as part of the district’s proposed budget submission.

County_____ District _____ Date_____

| SEMI Action Plan Components | District Activities for Compliance | Person(s) Responsible | Projected Timelines | Documentation of Completion/Implementation | Date Completed |
|--|------------------------------------|-----------------------|---------------------|--|----------------|
| Procedures for obtaining parental consent forms including the Parental Consent Best Practices which are available from the Department. | | | | | |

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| <p>Establish a benchmark of _____ percent for the 2013-2014 school year or for the first year that the district does not have an approved waiver pursuant to the provisions of (b) above, whichever is applicable, for obtaining maximum participation of all SEMI eligible students by the start of the subsequent school year;</p> <p>The benchmarks for the 2013-2014 school year or for the first year that the district does not have an approved waiver pursuant to (b) above, whichever is applicable, for achieving maximum participation shall at a minimum close the gap between current participation and maximum participation by 50 percent by the beginning of the subsequent school year; and</p> <p>The benchmarks shall be based on the percentage of parental consent forms collected from eligible students. The number of parental consent forms shall reflect one parental consent form for each eligible student. This should include documentation of parental refusal to give consent.</p> | | | | | |
| <p>Procedures to ensure that all SEMI eligible IEP meetings are documented in the third-party administrator's system. Evaluation Services/IEP meetings are only claimable if a Medicaid qualified practitioner is present.</p> | | | | | |

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| Procedures to ensure that all SEMI eligible related services, including those provided by entities where the district has placed SEMI eligible students, are documented in the third-party administrator's system. | | | | | |
| Procedures to ensure that a valid IEP is on file and the correct IEP date is documented in the third-party administrator's system for each SEMI eligible student for whom parental consent has been obtained. | | | | | |
| Procedures to ensure that service providers used by the district and entities where the district has placed SEMI eligible students have valid licenses and certifications and that these SEMI provider qualifications are documented in the third-party administrator's system. | | | | | |
| Procedures to ensure that staff participate in relevant training opportunities provided by the third-party administrator, including but not limited to Regional Meetings and Online Training. | | | | | |
| Procedures to ensure that all selected participants of the Random Moment Time Study are responding in a timely manner via the third-party administrator's system. | | | | | |
| Procedures to ensure that quarterly and annual financial information is certified under the timeframes required in the implementation of cost settlement via the third-party administrator's system. | | | | | |

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| Procedures to ensure that the quarterly Staff Pool List is certified under the timeframes required in the implementation of cost settlement via the third-party administrator's system. | | | | | |
| Procedures to ensure that out of district providers are adequately informed of training opportunities needed for districts to maximize SEMI participation. | | | | | |